

Application for Mechanical Contractor License Examination

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Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Mechanical Division
P.O. Box 30255
Lansing, MI 48909
517-241-9325

Application Fee: \$25.00

Authority: 1984 PA 192 Completion: Mandatory Penalty: Examination will not be given	The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.
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Instructions: Complete and sign this application. **Please type or print in ink.** Application must be received in the Bureau office not less than 20 working days before next scheduled exam. Enclose a check or money order payable to the **State of Michigan**. Mail completed application and fee to the address listed above.

Applicant Information

NAME (Last, First, Middle) No Initials			DATE OF BIRTH	
ADDRESS	CITY	COUNTY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER		TELEPHONE NUMBER (Include Area Code)		

Work Classifications (Check work classifications for which you are seeking licensure.)**1. Hydronic heating and cooling and process piping.**

(Means the application of equipment and systems which provide air conditioning by the controlled forced circulation of fluids or vapors in pipes.)

2. HVAC Equipment.

(Means the application of equipment and systems to provide air conditioning for occupants of buildings and structures. HVAC does not include the installation of portable self-contained refrigeration equipment and window type air conditioners of not more than 1 1/2 horsepower.)

3. Ductwork.

(Means the air distribution arrangement for supply, return, and exhaust in air conditioning systems and in non-air conditioning systems, the materials and methods of which are specified in the Michigan Mechanical Code. Ductwork includes flues, vents and chimneys.)

4. Refrigeration.

(Means the use of equipment and systems including refrigeration piping, employing the refrigeration cycle to generate low temperatures for other than air conditioning equipment and systems. Refrigeration includes such equipment and systems as supermarket refrigeration, industrial refrigeration, the preservation of biological materials, and food storage facilities. Refrigeration does not include the installation of portable self-contained units such as refrigerators, dehumidifiers, and other similar equipment of not more than 1.5 horsepower or other equipment exempted from the Michigan Mechanical Code.)

5. Limited heating service.

(Means the servicing of gas-designed sectional boilers having inputs of not more than 1 million Btu's, utilizing a combustion safeguard designed to shut off the main gas supply 10 or less seconds after pilot flame failure, and all other gas-fired or solid fuel equipment and systems limited to input ratings of less than 400,000 Btu's per unit; or oil-fired equipment and systems designed for the use of number 1 or number 2 fuel oil, having a maximum firing rate of less than five gallons per hour per unit; or electrical furnaces and electric boilers using the same kilowatts that are equivalent to the fossil fuel British thermal units generated.)

6. Unlimited heating service.

(Means the servicing of heating equipment and systems without restrictions concerning thermal capacity or grade of fuel oil or type of fuel.)

7. Limited refrigeration and air conditioning service.

(Means the servicing of refrigeration equipment and systems and air conditioning equipment and systems employing the refrigeration cycle unlimited capacity utilizing group one refrigerants as listed in the Michigan Mechanical Code.)

8. Unlimited refrigeration and air conditioning service.

(Means the servicing of refrigeration equipment and systems and air conditioning equipment and systems employing the refrigeration cycle unlimited as to thermal capacity or type of refrigerant.)

9. Fire suppression.

(Means an integrated combination of a fire alarm system and fire suppression equipment which as a result of predetermined temperature, rate of temperature rise, products of combustion, flame, or human intervention will discharge a fire extinguishing substance over a fire area.)

10. Specialty license.

(Means a license to perform work within limits established by the board in one of the work classifications set forth below, for the installation and servicing of:)

- a. Solar
- b. Solid Fuel
- c. LP Tank and Pipe
- d. Underground Tank and Pipe
- e. Gas Piping
- f. Gas Piping and Venting

Examination Location

Examinations are given at the sites listed below. Refer to the enclosed "Schedule of Mechanical Board Meetings and Licensing Examinations" for exam dates. Please check below the site you wish to be examined at and indicate a preference of exam date. If approved for examination, an admittance card will be mailed to you approximately 10 days prior to the examination date. If the examination you have selected is full, you will be scheduled for the next available examination at your preferred site.

Preferred SitePreferred Date

Lansing Area

Escanaba

No preference - Next available exam site and date

If you have a disability and may require some accommodation in taking this examination, please submit written documentation from a professional (education professional, doctor, psychologist, psychiatrist) to certify that your disabling condition requires the requested test accommodation. Forms are available through this office.

Background Information

Have you been convicted of a felony or misdemeanor?

No

Yes

If yes, you will be provided with a "Request for Conviction History" form. Failure to accurately respond to this question will result in you forfeiting any rights of consideration for examination and issuance of a mechanical contractor's license in the state of Michigan.

Have you attended a recognized trade school?

No

Yes

If yes, and you are requesting credit, attach a copy of your official transcript and your original diploma or certificate of completion.

Experience Record

It is necessary to show a minimum of 3 years experience in one or more of the work classifications. List your present employer first. Describe the type of work performed in detail to enable the reviewer to correctly evaluate your qualifications. Describe the work classifications you have had experience in and the length of time you performed the work. Have each contractor of record certify your dates of employment and have their signature notarized. Attach extra sheets if necessary.

EMPLOYER NAME

DATES EMPLOYED (Month / Day / Year)

FROM:

TO:

ADDRESS

TYPE OF WORK PERFORMED

Residential

Full-Time

Commercial

Part-Time

Industrial

Hours per week _____

CITY

STATE

ZIP CODE

DESCRIPTION OF WORK PERFORMED (INCLUDE EXPERIENCE IN SPECIFIC WORK CLASSIFICATIONS)

EMPLOYER COMPLETE THE FOLLOWING

I hereby certify that the applicant was in my employ during the period stated and the applicant's description of experience on this application is accurate.

SIGNATURE OF CONTRACTOR OF RECORD

DATE

NAME OF CONTRACTOR OF RECORD (No Initials)

LICENSE NUMBER

TELEPHONE NUMBER (Include Area Code)

Subscribed and sworn before me, this _____ day of

_____, _____, a Notary Public

in and for _____ County, Michigan.

(Signature of Notary Public)

My Commission expires: _____, _____.

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EMPLOYER NAME			DATES EMPLOYED (Month / Day / Year) FROM: _____ TO: _____	
ADDRESS			TYPE OF WORK PERFORMED	
CITY	STATE	ZIP CODE	Residential	Full-Time
			Commercial	Part-Time
			Industrial	Hours per week _____
DESCRIPTION OF WORK PERFORMED (INCLUDE EXPERIENCE IN SPECIFIC WORK CLASSIFICATIONS)				

EMPLOYER COMPLETE THE FOLLOWING

I hereby certify that the applicant was in my employ during the period stated and the applicant's description of experience on this application is accurate.		Subscribed and sworn before me, this _____ day of _____, _____, a Notary Public in and for _____ County, Michigan. _____ (Signature of Notary Public) My Commission expires: _____, _____.
SIGNATURE OF CONTRACTOR OF RECORD		
DATE		
NAME OF CONTRACTOR OF RECORD (No Initials)		
LICENSE NUMBER		TELEPHONE NUMBER (Include Area Code)

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ADDRESS			TYPE OF WORK PERFORMED	
CITY	STATE	ZIP CODE	Residential	Full-Time
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			Industrial	Hours per week _____
DESCRIPTION OF WORK PERFORMED (INCLUDE EXPERIENCE IN SPECIFIC WORK CLASSIFICATIONS)				

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SIGNATURE OF CONTRACTOR OF RECORD		
DATE		
NAME OF CONTRACTOR OF RECORD (No Initials)		
LICENSE NUMBER		TELEPHONE NUMBER (Include Area Code)

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EMPLOYER NAME			DATES EMPLOYED (Month / Day / Year) FROM: _____ TO: _____	
ADDRESS			TYPE OF WORK PERFORMED	
CITY	STATE	ZIP CODE	Residential Commercial Industrial	Full-Time Part-Time Hours per week _____
DESCRIPTION OF WORK PERFORMED (INCLUDE EXPERIENCE IN SPECIFIC WORK CLASSIFICATIONS)				

EMPLOYER COMPLETE THE FOLLOWING

I hereby certify that the applicant was in my employ during the period stated and the applicant's description of experience on this application is accurate.		Subscribed and sworn before me, this _____ day of _____, _____, a Notary Public in and for _____ County, Michigan. _____ (Signature of Notary Public) My Commission expires: _____, _____.
SIGNATURE OF CONTRACTOR OF RECORD	DATE	
NAME OF CONTRACTOR OF RECORD (No Initials)		
LICENSE NUMBER	TELEPHONE NUMBER (Include Area Code)	

Construction Lien Fund

Before receiving a license under this act a person shall be required to pay the amount required to be paid under the Construction Lien Act, 1980 PA 497, unless the fee has been paid under another license. The \$50 construction lien assessment must be paid before the Board of Mechanical Rules can issue a license. ***Do not pay this fee until notified of passage of your examination.***

Certification/Signature

I certify that all information in this application is true and complete and I agree and understand that any falsification of material facts will result in my forfeiting any rights of consideration for examination and issuance of a mechanical contractor's license in the State of Michigan.	
SIGNATURE OF APPLICANT	DATE